

# Development Application Form

1 of 5

Planning, Environment & Development Group

City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541

Address all correspondence to: The General Manager, PO Box 42, Nowra, NSW, Australia, 2541

council@shoalhaven.nsw.gov.au | www.shoalhaven.nsw.gov.au | Phone: (02) 4429 3111 | Fax: (02) 4422 1816

## 1 Applicant Details

Title: (Mr/Mrs/Miss/Ms/Other) .....

First Name: .....

Surname: .....

Organisation: .....

Postal Address: .....

Town or Locality: .....

Postcode: .....

Daytime Phone: .....

Mobile: .....

Email: .....

The applicant is also the owner? Yes  No

## 2 Property/Owner(s) Details

Flat/street no.: .....

Street: .....

Town/Locality: ..... Postcode: .....

Area of Land (in m<sup>2</sup> or hectares): .....

Lot or Por no: ..... Section (where relevant): .....

DP or Parish Name: .....

You can find the lot no., section and DP no. on a map of the land; on the title documents for the land; or on your rates notice.

All Owner's Name(s): .....

Postal Address: .....

Town/Locality: ..... Postcode: .....

Phone No. (Bus): .....

## 3 Proposal Details

Estimated cost (including signage, landscaping, carparking etc. but excluding value of land) \$ .....

Note: Council reserves the right to charge additional DA fees if the stated cost of works is considered to be undervalued

**Proposed Development Type** (please tick all relevant boxes & provide an accurate description of all works)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Residential – Alterations & Additions | <input type="checkbox"/> Residential – Single new dwelling    | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Residential – New multi unit          | <input type="checkbox"/> Residential – New secondary dwelling | <input type="checkbox"/> Demolition    |
| <input type="checkbox"/> Residential – Seniors living          | <input type="checkbox"/> Residential – others                 | <input type="checkbox"/> Mixed Use     |
| <input type="checkbox"/> Residential – Dual Occupancy          | <input type="checkbox"/> Commercial/retail/office             | <input type="checkbox"/> Tourist       |
| <input type="checkbox"/> Temporary structure                   | <input type="checkbox"/> Subdivision                          | <input type="checkbox"/> Industrial    |
| <input type="checkbox"/> Regional Planning Panel Application   | <input type="checkbox"/> Community facility                   | <input type="checkbox"/> Change of Use |

**Concept Development** Yes  No  If yes, please refer to DA Guidelines 15.2

Number of carparking spaces proposed ..... Hours/days of operation .....

Number of lots proposed in subdivision ..... Will alcohol be served on the premises Yes  No

Description of Proposal .....

.....

.....

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### OFFICE USE ONLY

DA No:	DA \$:	Arch \$:	Total \$:
CC No:	CC \$:	Adv \$:	Receipt Date:
DR No:	OC \$:		Receipt No:
Zoning:	LSL \$:		
Form Number: 2346_1	Version Number 2	Issue Date: 04/2016	Next Review date: 01/05/2020

#### 4 Concurrences from State Agencies

(Please refer to DA Guidelines 15.3)

Do you need the concurrence of a State Agency to carry out the development? Yes  No

If Yes, Please list any agencies whose concurrence you need

#### 5 Integrated Development

(if applicable) (Please refer to DA Guidelines 15.4)

Is this application for Integrated Development? Yes  No

Have you attached a fee receipt from the relevant Integrated Authority? Yes  No

**If yes to both of the above, please indicate which of the following licences are required:**

- Fisheries Management Act 1994
- Protection of the Environment Operations Act 1997
- Heritage Act 1977
- Roads Act 1993
- Rural Fire Act 1997
- National Parks and Wildlife Act 1974
- Water Management Act 2000
- Other .....

#### 6 Environmental Effects of your development

*This section MUST be completed*  
(Please refer to DA Guidelines 15.5)

Is your proposal designated development?

Yes

Please attach an Environmental Impact Statement (Please refer to Attachment 'A')

No

If your proposal is for a single dwelling and ancillary structures, please complete and attach the pro forma Statement of Environmental Effects (Part 3 of 5).

For **all other developments** please attach a detailed report outlining the likely impacts of the development.

Will the development trigger the NSW Biodiversity Offset Scheme? You must check the NSW Biodiversity Offset Tool to provide evidence at <https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BOSETMap>.

Yes

Please attach a Biodiversity Development Assessment Report (BDAR)

No please provide evidence

#### 7 Waste Management

(Please refer to DA Guidelines 15.6)

Is this application for a single dwelling, renovation of, or minor addition to a dwelling house?

- Yes *If yes, please complete Part 2 of 5 Waste Minimisation and Management Plan*
- No *If no, please refer to Council's Waste Minimisation and Management Guidelines and Chapter G7 of Shoalhaven DCP 2014 for further information on the preparation and submission of a Waste Minimisation and Management Plan*

#### 8 Work in the Road Reserve

*Section 138 of the Roads Act (Please refer to DA Guidelines 15.7)*

If you are also seeking approval for an activity within the road or footpath area under Section 138 of the Roads Act, tick the type of approval(s) required. You will need to provide full details with this application.

- Connection of stormwater to kerb or Council system
- Gutter layback  Footpath
- Footpath crossing  Other.....

#### 9 Other Council Approvals

(Please refer to DA Guidelines 15.8 and Attachment D)

To carry out your proposal you may need approval for an activity under Section 68 of the Local Government Act. Please attach sufficient information for Council to assess your application.

*Tick the type of approval(s) required.*

- On-site water supply work
- Wastewater drainage
- Stormwater drainage work
- Domestic oil or solid fuel heating appliance
- Other .....

#### 10 Supporting information

(Please refer to DA Guidelines 17.5)

You need a BASIX Certificate when BASIX applies to the type of development for which you require approval. Commencement dates and details of types of development are at [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au).

BASIX Certificate No. ....

You can support your application with additional material such as reports, photographs and models to illustrate your proposal. Please list what you have attached.

## 11 Pre-lodgement discussion

Has the proposed development been considered at a pre-lodgement meeting? Yes  No

If yes, please attach a copy of Council's notes of the meeting

## 12 Construction Statistics

(Please refer to DA Guidelines 15.9)

This information is required by the Australian Bureau of Statistics (ABS) and must be completed if building work is involved.

The ABS requires that the description which best describes the materials to be used for wall, floor, roof and frame construction be nominated from the schedule below.

Walls	Frame	Roof
Brick Veneer	Timber	Aluminium
Full Brick	Steel	Concrete
Single Brick	Other	Concrete Tile
Concrete Block	Unknown	Fibrous Cement
Concrete Masonry		Fibreglass
Concrete		Masonry/Terracotta Shingle

  

Steel	Floor	Tiles
Fibrous Cement	Concrete	Slate
Hardiplank	Timber	Steel
Timber/Weatherboard	Other	Terracotta Tile
Cladding-Aluminium	Unknown	Other
Curtain Glass		Unknown
Other		
Unknown		

Tick whether:  New  Alterations  Additions

Building Construction Cost \$ .....  
(Include labour but exclude cost of landscaping and car parking etc.)

Existing Development .....

Type of Construction (select type from schedule above)

Wall ..... Frame .....

Floor ..... Roof .....

Colour of Walls (specify) .....

Colour of Roof (specify) .....

Floor area (for dwellings - exclude garage) ..... m<sup>2</sup>

Number of Storeys .....

For Residential Units, (including dual occupancies) state number of new/additional units

and tick whether –  Attached  Detached

If Structure is a dwelling, state whether: separate house, kit house or transportable dwelling (excluding caravan or mobile home)

## 13 Builders Details

(Please refer to DA Guidelines 15.10)

(If 'owner' write 'owner/builder' or if unknown write 'N.Y.K.')

Builder's Name(s): .....

Licence No.: .....

Street: .....

Town/Locality: ..... Postcode: .....

Telephone No. Bus.: .....

Mobile: .....

## 14 Construction Certificate

(Please refer to DA Guidelines 15.11)

Does the application include an application for a Construction Certificate? Yes  No

No – You are advised that building works **cannot commence** until a PCA is appointed

## 15 Appointment of Principal Certifier

(Please refer to DA Guidelines 15.12)

Do you wish to appoint Council as the Principal Certifier for the purpose of undertaking inspections and issuing Compliance and Occupation Certificate(s)?

Yes

No  If no, you are advised that building works **cannot commence** until a Principal Certifier is appointed

Owner's Signature .....

## 16 Disclosure of political donations & gifts

(S10.4 of the EP&A Act 1979) (Please refer to DA Guidelines 15.13)

Have you or any persons with a financial interest in this application in the last two (2) years, made any political donations or given any gifts to any local

Councillor or Council employee? Yes  No

If you ticked yes, please fill out a Political Donations & Gifts Disclosure Statement Part 5 of 5

**Important Notice:** It is an offence under S10.4 of the EP & A Act 1979 if you fail to disclose reportable donations and gifts.

## 17 Applicants Declaration

I hereby apply for approval of the development proposal described in this application and in the plans, specifications and documents accompanying the application, and that the information is correct.

This application (where required) is also deemed to be an application for a "Certificate of Compliance" under Section 307 of the Water Management Act 2000.

I agree to inform the owner (s) of the land about the display of forms and documents in DA Tracking on Council's website.

The applicant, or the applicant's agent, must sign the application

Signature ..... Date .....

Name .....

In what capacity are you signing if you are not the applicant .....

## 18 Owner's Declaration

*(Please refer to DA Guidelines 15.14)*

The owner(s) of the land to be developed must sign the application.

If the land is Crown land, an authorised officer of the NSW Department of Industry - Lands must sign the application. If the land is owned by Council, the General Manager, or delegate must sign the application.

As the owner(s) of the above property, I/we consent to lodgement of this application.

I/We hereby permit any duly authorised officer of the Council of the City of Shoalhaven to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the Act(s), Regulation or planning instrument.

Title: (Mr/Mrs/Miss/Ms/Other)

First Name: .....

Surname: .....

Organisation : .....

ABN/ACN (if applicable) : .....

Postal Address: .....

Town or Locality: .....

Postcode: .....

Daytime Phone: .....

Mobile: .....

Email: .....

Registered Owners Name (please print) \*

Signature .....

Registered Owners Name (please print)

Signature .....

**If the land is owned by a company (P/L) the signature of at least one (1) director residing in Australia is required. If a company signatory, indicate position held.**

## 19 Plans of the Land & Development

*(Please refer to DA Guidelines Section 3 and Attachment A)*

You need to provide a number of plans that show what you intend to do. All DA documentation must be submitted in readable, unlocked, PDF digital format on CD or USB using Council's naming protocol. Documents must be A4 formatted and individual files must not exceed 4MB for on-line publication and distribution purposes. Floor plans must be a separate file. Please attach:

- a site plan of the land including all existing vegetation, drawn to scale.
- plans and elevations of the proposal, drawn to scale. Floor plans to be in a separate file, and where relevant:
- a plan of the proposed building and other structures on the site
- a plan of the existing building, drawn to scale.
- a waste minimisation and management plan.
- a BASIX certificate (if required).

*NOTE: For applications to be determined by the regional planning panel, seven (7) CDs each containing all documents are required.*

## 20 Checklist

All the details sought in the accompanying checklist (Part 4 of 5) must be provided. If you are planning a major development or developing land that may be environmentally sensitive you will also need to seek advice from Council's staff as additional information may be required. On-site inspections are carried out prior to the assessment of any application. As a result of this inspection further information may sometimes be required. A Council Officer will contact you soon after their initial inspection if this is the case.

**A COMPLETE CHECKLIST MUST BE SUBMITTED WITH THIS APPLICATION. FAILURE TO PROVIDE ALL REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD WILL RESULT IN YOUR APPLICATION BEING REJECTED FOLLOWING AN INITIAL REVIEW BY DA ASSESSMENT STAFF.**

## 21 Important Information Relating to DA's

### 1 Access to information

The Government Information (Public Access) (GIPA) Act 2009 provides that persons are entitled to open access information about a Development Application. However, this does not extend to:

- (a) the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
- (b) commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

### 2. Privacy Notification

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### 3. DA Tracking

Council's on-line DA Tracking system allows customers to view plans, other details and track the progress of a DA throughout the assessment process.

The on-line system provides key milestones in the DA process but does not provide a detailed history. Persons wishing to confirm information in detail should contact Council via either the email facility at the bottom of the on-line DA tracking window of each DA listed or in writing in order to obtain a written response.

Documents associated with the DA will be accessible on-line via Council's DA Tracking site, in accordance with Council policy.

### 4. DA Decision Making

If in the opinion of Council Officers any significant issues of public interest or policy and material impacts are identified, the application will most likely be reported to a Council Meeting, otherwise qualified Planning, Development and/or Building Assessment staff will make a decision.

### 5. Copyright Note

The applicant is advised that Council may distribute electronic copies of the development application (DA) and associated documents for the purpose of complying with its obligations under the EPA Act 1979, the GIPA Act 2009 and Council's Community Consultation Policy. This may include public notification of the DA, referral to government agencies, referral to other groups and sections within Council including but not limited to strategic planning for strategic planning purposes, Shoalhaven Water, assets and works and community services, as necessary to properly assess the DA. Copies will also be provided to councillors and the regional planning panel as required. The applicant is responsible for obtaining all licences necessary from the copyright owners for this purpose.

### 6. Disclosure of Political Donations & Gifts

You must declare any reportable political donations (being donations of \$1,000 or more) or gifts made in the previous two years and up to determination of the planning application. This includes donations or gifts given by any person with a financial interest in the application. More information about your disclosure obligations and a copy of the Disclosure Statement Form can be found at the back of this form, Council's website at [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au) or [www.planning.nsw.gov.au/donations](http://www.planning.nsw.gov.au/donations).